Registration Tips Summer Day Camp

STEP 1:
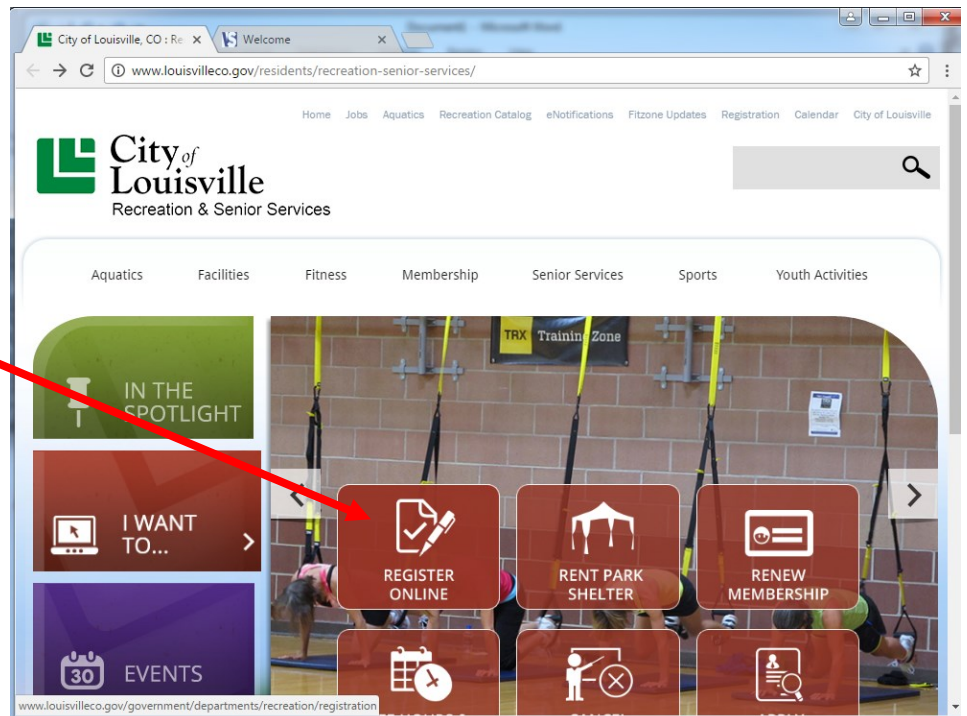
Log into the website

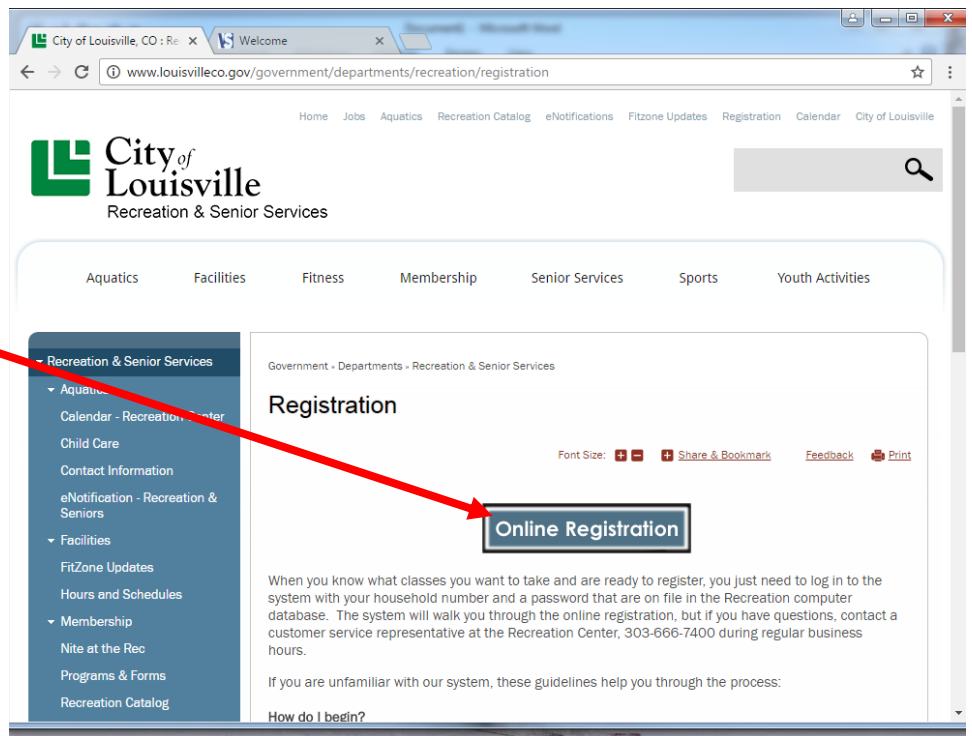www.louisvillerecreation.com and click "I WANT TO…"
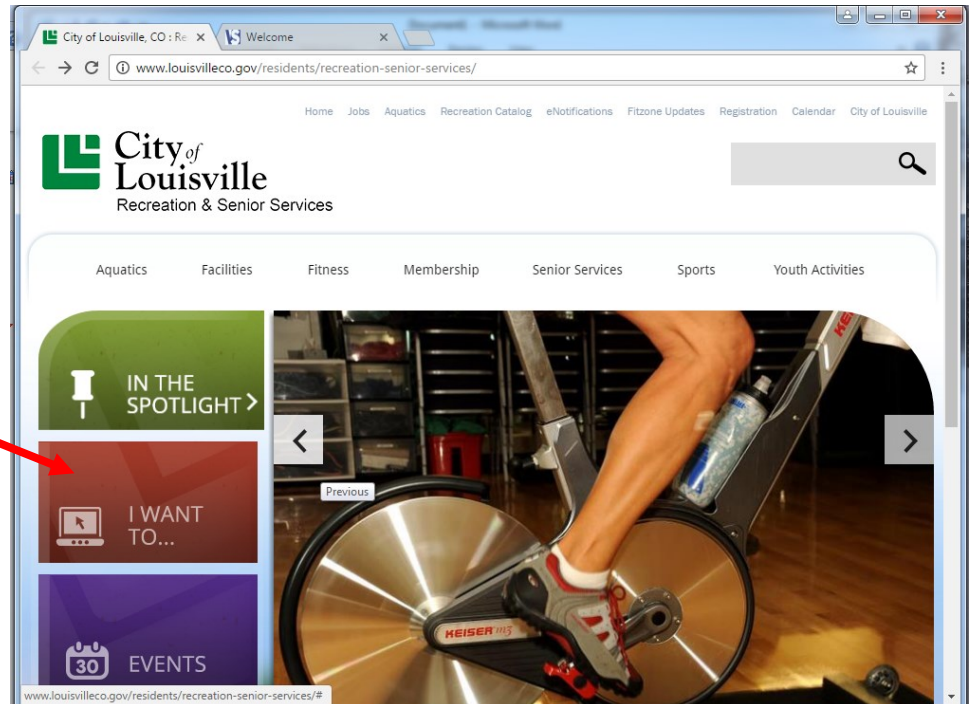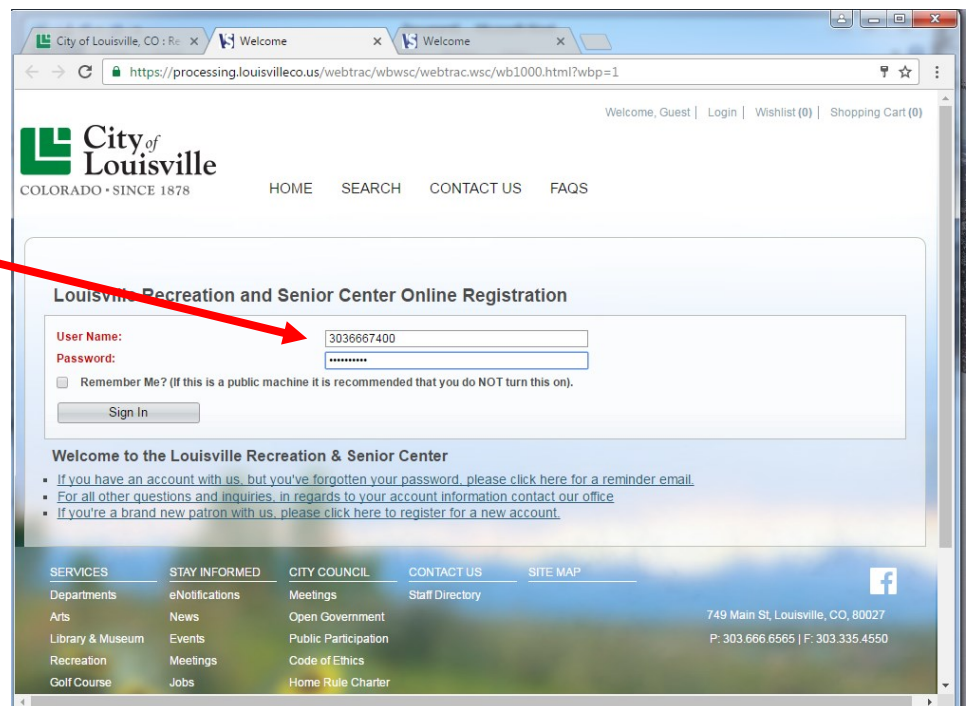

STEP 2:

Click "REGISTER ONLINE".

STEP 3:

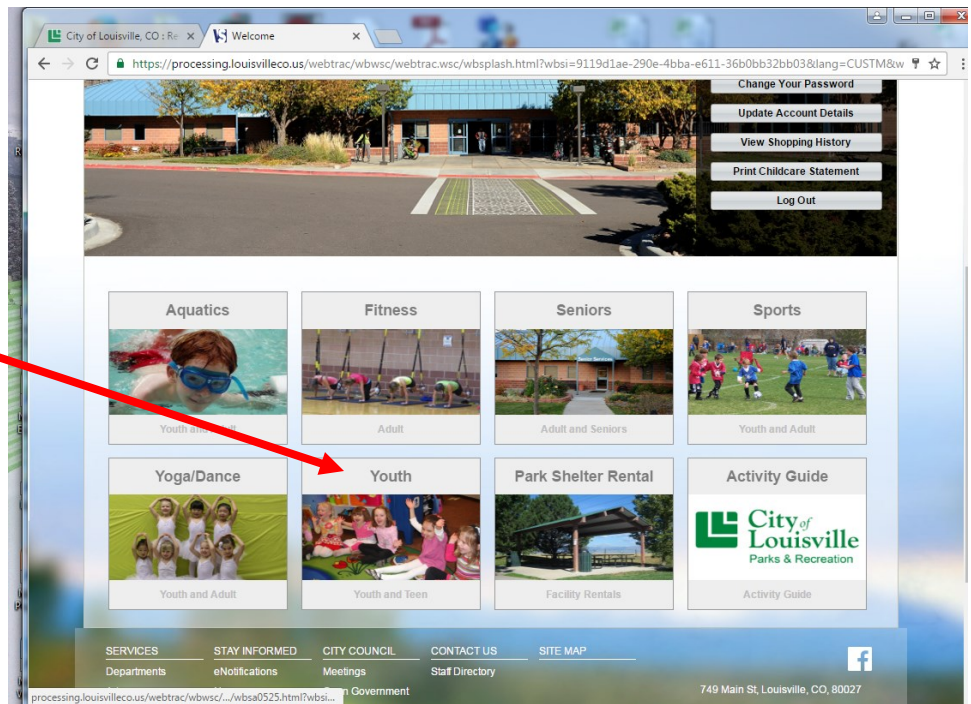Click "Online Registration".

STEP 4:

Log into your account using your username and password (If you have not updated this, the default password is your main phone number without dashes and default password is the last name, often times in all CAPS).
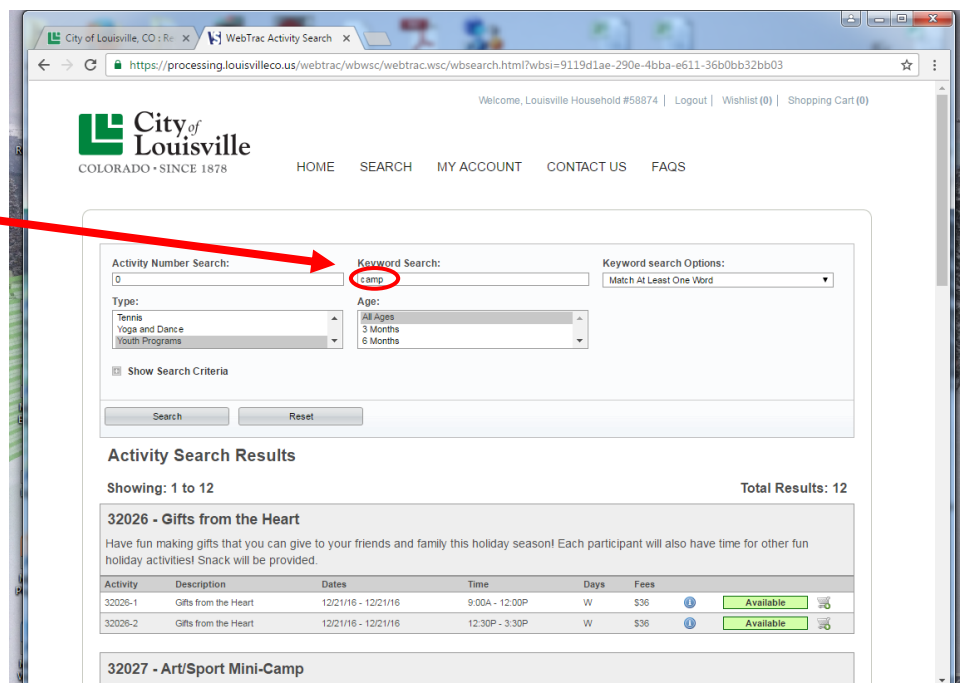
STEP 5:

Click "Youth".

STEP 6:

Under the Keyword Search, enter "camp" to search all camps.

STEP 7:

Click the shopping cart icon for each session you wish to enroll a family member.

STEP 8:

Click "Enroll Now".

STEP 9:

Click which family member will be attending what session.

In this example, Louie is attending all sessions and Louise is attending every-other session.

STEP 10:

Once all family members are assigned to their correct sessions, click "Add to Cart".

STEP 11:

Read the waiver and click "Agree".

***If there is no waiver, it will be part of your paperwork packet due at a later date.

STEP 12:

Verify the correct family members are enrolled in the correct sessions.

If not, remove any errors and then click "Continue Shopping" to select the correct family member/sessions.

When everything is correct, click "Checkout".

STEP 13:

Fill in any red categories and then click "Continue".

STEP 14:

Input your payment information and click "Submit Payment".

A receipt of confirmation will be e-mailed within 24 hours. If you wish to verify enrollment at the end of the process, you may do so by going to the home page and "My Account" from the top drop downs and then "History" or "Household Calendar" to confirm enrollment of family members and exact sessions.